Job Title: Fire Chief

**Department:** Fire

**Immediate** 

**Supervisor:** Deputy City Manager

<b>Origination Date:</b>	07/01/2001
<b>Revision Date:</b>	07/01/2012
Job Grade	614
FLSA Status	Exempt

#### **BRIEF DESCRIPTION OF THE JOB:**

Provides leadership and administration to the Fire Department. Serves as the Emergency Management Director to assist with the City's overall emergency management and preparedness.

### **ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Advises the City Manager, Mayor, City Council, and the community on matters of fire prevention and suppression, fire and life safety education, emergency medical services, hazardous materials mitigation, disaster risk reduction and response and technical rescue.
2	S	Plans for the maintenance and development of the Department as a key service provider in impacting the quality of life for people in the Community through long range plans goals and objectives, strong budget management and on-going management reports.
3	S	Maintains a cooperative and collaborative relationship with Department membership and the labor/management process with the leadership and membership of Local 4005 of the International Association of Firefighters.
4	L	Responds to emergencies as appropriate to evaluate service delivery and provide support.
5	S	Directs City disaster preparedness and response plans and activities.
6	S	Represents the City in appropriate local, regional, state and federal activities related to Department and City operations and welfare.
7	S	Provides leadership and direction in planning and prioritizing tasks, strategic planning initiatives.
8	S	Administers and directs comprehensive programs; formulates and recommends policies, regulations and practices for carrying out programs; consults with and advise the City staff to coordinate the various phases of the policies, practices, ordinances and resolutions.
9	S	Directs and participates in meetings with vendors, contractors, and consultants regarding the administration of work and/or contracts.

	Physical Strength Code	ESSENTIAL FUNCTIONS
10	S	Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
11	S	Facilitates the resolution of employee relation issues as well as represents the City in matters of concern to associations representing City employees.
12	S	Advises and assists the City Manager, department management, and employees in a variety of work related matters including the interpretation and application of policies and processes.
13	S	Directs, oversees and participates in the development of the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
14	S	Coordinates activities with those of other City departments and outside agencies and organizations; prepares and presents staff reports and other necessary correspondence.
15	S	Makes presentations before the City Council and other boards, commissions and community organizations.
16	S	Supervises and participates in the development and administration of the department budget; directs the forecast of additional or reduced funds required for staffing, equipment materials, and supplies; monitors and approves expenditures; and implements midyear adjustments.
17	S	Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
18	S	Maintains an active presence, while emphasizing sensitivity and appreciation of both political and public processes while displaying a willingness to meet with the community, businesses, professionals and labor groups in an open, honest and constructive manner.

## **JOB REQUIREMENTS:**

	JOB REQUIREMENTS
Formal Education /	Work requires broad knowledge in a general professional or technical field.
Knowledge	Knowledge is normally acquired through four years of college resulting in a
	Bachelor's degree or equivalent.
Experience	Minimum nine years experience in a related field.
Certifications and	Valid Driver's License, and Firefighter I & II certification.
Other Requirements	
Reading	Work requires the ability to read general correspondence, engineering
	reports, codes, standards, zoning submittals, technical and staff reports,
	policies, statutes, and federal regulations.
Math	Work requires the ability to perform basic algebra, statistics, general math
Waiting	calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to produce written documents with clearly organized thoughts using proper English sentence construction, punctuation,
	and grammar; write memos, letters, reports, budget documents,
	performance evaluations, spreadsheets, and Council actions.
Managerial	Complex - Work requires managing and monitoring work performance of a
	department including evaluating program/work objectives and
	effectiveness, establishing broad organizational goals and realigning work
	and staffing assignments for the department.
Budget Responsibility	Significant - Has responsibility for final approval of a department's
	budgetary recommendations to a Deputy City Manager/City Manager.
	Monitors progress toward fiscal objectives and adjusts plans as necessary to
	reach them.
Policy/Decision	Significant - The employee normally performs the duty assignments within
Making	broad parameters defined by general organizational requirements and
	accepted practices. End results determine effectiveness of job performance.
	This position independently decides how objectives are achieved and what resources are needed. Typical positions in this category are upper
	management to executive level jobs.
Technical Skill	Comprehensive Application - Work requires advanced skills and knowledge
1 Comment Skill	in approaches and systems, which affect the design and implementation of
	major programs, solutions for highly complex issues, and/or processes
	organization-wide. Independent judgment and decision-making abilities are
	necessary to apply technical skills effectively.
Interpersonal / Human	High - Interactions involve overseeing and/or approving final decisions
Relations Skills	regarding policy development and implementation. This level often
	involves interaction with others outside the organization or department on
	key organizational/departmental issues and requires exercising participative
	management skills, high levels of negotiation, and the ability to reach
	consensus on complex issues to achieve organizational goals and objectives.

## **Physical Demands**

**Frequency Code Scale** 

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O ⋈ F □ C	✓ Making presentations     ✓ Observing work site     ✓ Observing work duties     ✓ Communicating with	Pushing/ Pulling	□ N □ R ⋈ O □ F □ C	<ul> <li>⊠ File drawers</li> <li>⊠ Equipment</li> <li>⊠ Tables and chairs</li> <li>⊠ Hoses</li> </ul>
Fine Dexterity	□ N □ R □ O □ F ⊠ C	<ul><li>☑ Computer keyboard</li><li>☑ Telephone keypad</li><li>☑ Calculator</li><li>☐ Calibrating equipment</li></ul>	Climbing	□ N □ R □ O ⋈ F □ C	⊠ Stairs     □ Ladders     □ Step stools     □ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	<ul><li>☒ To other departments/offices</li><li>☐ Around work site</li></ul>	Vision	□ N □ R □ O □ F ⊠ C	<ul><li>☒ Reading</li><li>☒ Computer screen</li><li>☒ Driving</li><li>☒ Observing work site</li></ul>
Lifting	□ N □ R ⊠ O □ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Foot Controls	□ N □ R □ O ⋈ F □ C	<ul><li>☑ Driving</li><li>☐ Operating heavy equipment</li><li>☐ Operating Dictaphone</li></ul>
Carrying	□ N □ R ⊠ O □ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Balancing	□ N ⊠ R □ O □ F □ C	<ul><li>☒ On ladders</li><li>☒ On equipment</li><li>☒ On step stools</li></ul>
Sitting	□ N □ R □ O □ F ⊠ C	☑ Desk work ☑ Meetings ☑ Driving	Bending	□ N □ R □ O □ F □ C	<ul><li>☒ Filing in lower drawers</li><li>☒ Retrieving items from lower shelves/ground</li><li>☒ Making repairs</li></ul>
Reaching	□ N ⊠ R □ O □ F □ C	<ul><li>☒ For supplies</li><li>☒ For files</li></ul>	Crouching	□ N ⋈ R □ O □ F □ C	<ul><li>☒ Filing in lower drawers</li><li>☒ Retrieving items from lower shelves/ground</li></ul>
Handling	□ N □ R □ O ⊠ F □ C	<ul><li>☑ Paperwork</li><li>☐ Monies</li></ul>	Hearing	□ N □ R □ O □ F ⊠ C	⊠ Communicating via     telephone/radio, to     co-workers/public     □ Listening to equipment
Kneeling	□ N ⊠ R □ O □ F □ C	<ul><li>☒ Filing in lower drawers</li><li>☒ Retrieving items from lower shelves/ground</li></ul>	Twisting	□ N □ R ⋈ O □ F □ C	<ul><li>☒ From computer to telephone</li><li>☒ Getting inside vehicle</li></ul>
Crawling	□ N □ R ⊠ O □ F □ C	☑ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)	1		

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<b>Physical Demands (continue</b>	ed)							
Machines, Tools, Equipmen	t and Work	Aids:						
Vehicle, flashlight, projectors, cameras,	phones, blackbe	erry.						
Computer Equipment and S	oftware:							
Desktop and laptop computer, Microsof	t Office, Navilin	e, FireRMS						
<b>Environmental Factors:</b>								
Environmental Condition	ons	Never	Seasonally	Several T Per Mor		Several Ti		Daily
Extreme temperature								]
(heat, cold, extreme temp. changes fr work)	om outside		X					
Wetness and/or humidity (bodily discomfort from moisture)			×					
Respiratory hazards			×					
(fumes, gases, chemicals, dust and di Noise and vibration	rt)							
(sufficient to cause hearing loss)			X					
Physical hazards (high voltage, dangerous machinery,	aggraggiya		X					
prisoners, patients – <u>not customers</u> )	aggressive		Δ					
Health and Safety Condition	ıs:							
Health and Safety Conditions	N = Never	R = Rarel	y O = Oc	casionally	$\mathbf{F} = \mathbf{I}$	Frequently	C =	Constantly
	Never	Less than		r more of	_	n 1/3 to 2/3		or more of
Mechanical hazards	occurs	hour per we	ek the	e time	of	the time	1	the time
Chemical hazards		<u> </u>						
Electrical hazards		<u> </u>						
Fire hazards				×				
Explosives		<u>U</u>						
Communicable diseases		X						
Physical danger or abuse		X						
Other (specify)								
Primary Work Location:  ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhoo ☐ Outdoors ☐ Other (Specify)	d Centers		,					
Protective Equipment Requi								

### **Job Demands**

### **Overall Strength Demands:**

	Overall Strength Demands
⊠ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

## **Non-physical Demands:**

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	×			
Emergency Situations		×		
Frequent Change of Tasks	×			
Irregular Schedule/Overtime	×			
Performing Multiple Tasks Simultaneously	X			
Working Closely with Others as Part of a Team	X			
Tedious or Exacting Work		×		
Noisy/Distracting Environment		×		
Other (Describe below.)				

#### **EXPECTED BEHAVIOR:**

### Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate ion teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees provide positive feedback
- Be visionary anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees

- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

### **SIGNATURES—REVIEW AND COMMENT:**

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

bb Title of Department Director	Signature of Department Director	Date
Job Title of Supervisor	Signature of Supervisor	Date
	Signature of Employee	

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.